

CALIFORNIA INSTITUTE OF TECHNOLOGY

M/C 230-87, Room 230 Center for Student Services, gradofc@caltech.edu

Pregnancy and Bonding Leave Petition

UID _____

Last Name _____

First Name _____

Option _____

Year Entered Caltech _____

Current Degree _____

Expected Completion Date _____

Email _____

Advisor _____

Forwarding Address _____

Please note: International students must meet with International Student Programs prior to approval of the leave to discuss visa implications and to avoid falling out of status.

I am an international student? Yes No

If yes, I have met with ISP to discuss my petition request? Yes No

Students planning on taking a leave should first schedule a meeting with one of the Graduate Deans. The 6 weeks of pregnancy leave must be taken consecutively, as should the 6 weeks of bonding leave and both must take place within 12 months of the birth or adoption. Students are also responsible for notifying all of the relevant parties and obtaining signatures prior to submitting the final petition for approval to the Office of the Dean of Graduate Studies.

Pregnancy Leave (up to 6 weeks)

Effective date of leave _____

Bonding Leave (up to 6 weeks)

Effective date of leave _____

Date

Student Signature

Date

Option Representative Signature

Date

Advisor Signature

Date

Dean of Graduate Studies Signature

Notifications: Advisor, Option Manager, Registrar’s Office, Graduate Deans, Graduate Office Financial Analyst, Benefits, ISP (International Students only)